

Risk Category	Potential Risk	Impact	Mitigation Measures	Location (Updated)
Venue Capacity	Inadequate space for all attendees	Medium	Site visit completed at IVC. Main sessions to be held in GA (Main Hall). Breakouts in IIC rooms. Space adequate for delegate numbers.	IVC – MH and IVC breakout rooms
Emergency Exits	Awareness and correct use of emergency exits	Medium	Fire evacuation plan: Committees in session to be directed to Evac Point 2 ; Main Hall events to Evac Point 1 . Fire Marshals and IVC Estates Manager on duty.	IVC – Fire Evac Points 1 and 2
Parking	Congestion or confusion with coach and staff parking	Low	Coach parking arranged in front. IVC staff requested not to use front-of-site parking. Clear signage provided.	IVC Front
Timetabling	Mismanagement of scheduled sessions	Medium	Programme overseen by MUNoC team. Each room has a timekeeper. Clear internal signage to guide movement.	IVC – All rooms
A/V Equipment	Insufficient or malfunctioning A/V equipment	Medium	IVC IT team fully briefed and on call. Equipment tested in GA and side rooms.	IVC – MH and breakout rooms
First Aid	Inadequate first aid provision	High	IVC First Aid Officer on call. Kit available in main reception. Emergency numbers shared with all facilitators.	IVC Student Reception
Food Safety	Spoilage due to poor storage of lunches	Medium	All food delivered directly from the IVC canteen shortly before consumption. No long-term storage needed.	IVC Canteen
	Cross-contamination of food (e.g., allergens)	Low	Allergen-free options clearly labelled. Separated and distributed under IIC staff supervision.	IIC Dining areas
Safeguarding	Emergency registers incomplete or delegates unaccounted for	Medium	Delegate registers taken on arrival and updated during day. All visiting groups accompanied by school staff.	IVC registration desk
	Inconsistent safeguarding response	Medium	Safeguarding follows IVC's standard procedures. All IVC and ELA staff briefed in advance.	Across IVC site
Health Needs	Delegates with allergies or specific needs not supported properly	Medium	Pre-event collection of medical/dietary needs. Group staff responsible for emergency medication.	Across IVC site